

The Annual Quality Assurance Report (AQAR) of the IQAC

(2017-18)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Brahmananda Keshab Chandra College
1.2 Address Line 1	111/2, B.T. Road,
Address Line 2	Bonhooghly
City/Town	Kolkata
State	West Bengal
Pin Code	700108
Institution e-mail address	bkccollegebonhooghly@gmail.com
Contact Nos.	033 25772486
	Dr. Papia Chakraborti
Tel. No. with STD Code:	033 25772486
Mobile:	9830467390
Name of the IQAC Co-ordinator:	Dr. Aparajita Nag

Mobile:

9836557985

IQAC e-mail address:

iqac.bkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

WBCOCN 25825

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/19/A&A/30.1 dated 02-12-2016

1.5 Website address:

www.bkccollege.org

Web-link of the AQAR:

<http://bkccollege.org/aqar/AQAR2017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.28	2016	2016-2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

07/05/2013

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011):

i. AQAR 2016-17 submitted to NAAC on 01/11/2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

West Bengal State University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="v (DBT-BOOST)"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held :-	18

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="2"/>	Faculty	<input type="text" value="1"/>	
Non-Teaching Staff Students	<input type="text"/>	Alumni	<input type="text"/>	Others	<input type="text" value="1"/>

2.12 Has IQAC received any funding from UGC during the year? ** Yes No

If yes, mention the amount

3,00,000/-

** Received Rs. 300000/- (three lakh only) as IQAC grant during the financial year 2015-16 from UGC for XIIth Plan Period (2012-17)

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1.Career counselling 2. New CBCS to be introduced in the next academic year 3.Journalism 4.English literature

2.14 Significant Activities and contributions made by IQAC

See Annexure I

.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Women's Hostel to be made operational. 2. Commencement of post graduate courses in Mathematics and Botany. 3. Introduction of new post graduate courses 4. New classrooms in the annexe building to be made operational. 5. Analysis of feedback given by students regarding infrastructure and academics 6. Evaluation of Teachers' by students 7. CBCS system to be introduced from 2018-19 session 8. To assist in creating new	1. Women's Hostel functional. 2. Post graduate courses in Mathematics and Botany started from 2017-18 3. Formalities underway for introduction of post graduate course in physics 4. Postgraduate classes in Mathematics and Department of Statistics relocated to the annexe building 5. Analysis completed and report placed 6. Performance of teachers noted and action taken where necessary 7. Details of implementation of CBCS system discussed and workshop arranged. 8. 6 new teaching posts created.

teaching posts 9. To submit AQAR 2016-17 to NAAC 10. To organise campus interview for recruitment of students.	9. Work for AQAR 2016-17 nearly completed. 10. Some students got recruited. (Details given in Best Practices section)
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The Academic Calendar is attached. (See Annexure II)

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Governing Body approves the AQAR for the year 2017-18 on 27.12.18.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		2 (curriculum started from 2017-18 which got affiliation in the session 2016-17)	2	
UG	18		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				1 (Computer Literacy)
Others				
Total	20	2	3	1
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 PG programmes
Trimester	
Annual	18 UG programmes

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (See Annexure III)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- A number of faculty members of the college, 8 in the UG BoS and 4 as members of UG syllabus committee contribute in the framing of the undergraduate syllabi of the affiliating university.
- PG courses in Mathematics and Botany follow the syllabi as per affiliating university with 6 faculty serving as BoS members

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- Two Postgraduate courses, Botany and Mathematics started from the academic year 2017-2018.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52+1(Librarian)+1(Principal)	28	24+1(Librarian)	1 (Principal)	

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	7								

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty: 7 (UG) +5 (PG)

Visiting faculty: 1 (UG) + 2 (PG)

Temporary faculty : 1 (UG)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Others
Attended	6	6	45	6
Presented papers	8	7	2	
Resource Persons	2	2		

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Student seminars & projects by different departments
- Extension lectures by Eminent Personalities
- Visit to the Institutional laboratories by the PG students
- Teaching with ICE, audio-visual aids and teaching modules
- Wall magazine by English, Bengali and Chemistry (UG students) and Botany (PG students)
- Interdepartmental Study Tour to “International history and heritage exhibition”
- Film shows based on texts by the humanities departments

2.7 Total No. of actual teaching days*

196 (UG); 148 (PG)

during this academic year (2016-17)

* Teaching days means days on which classes were held and this excludes examination days.

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

MCQ based class tests taken

2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study (BOS)/Faculty/Curriculum Development workshop

8 UG BOS & 6 PGBOS members; 4 UG Syllabus committee members
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2.10 Average percentage of attendance of students

Honours	General
75%	65%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared*	Division				
		Distinction (%)	I (%)	II (%)	III (%)	Pass (%)
B.Sc Hons.	36		5.5	72.2	13.8	91.5
B.Sc Gen.	20		0	35.0	50.0	85.0
BA Hons.	27		0	59.25	22.22	81.47
BA Gen.	79		0	3.8	36.7	40.5
B.Sc (Major)	5		20.0	80.0		

* Figure corresponds to final year.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Organised workshops on Career Counselling in collaboration with Career Counselling and Placement Cell
- Organised Campus Interview in collaboration with Career Counselling and Placement Cell
- Organised a seminar to create awareness for the new CBCS Curriculum
- Organises Parent Teacher Meetings
- Conducts departmental visits
- Seeks feedback from stakeholders and based on feedback takes appropriate measures
- Helps the College administration in recruitment of guest/temporary faculty

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others (Entrepreneurship Development Programme)	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	5	0	General-7; PG-2
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The college authorities provide all necessary infrastructural support including space for carrying out research work.
- IQAC regularly informs and encourages the faculty members to apply for research grants/projects to UGC/DST/DBT etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	13.9	20		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		2
Outlay in Rs. Lakhs		6.22		5.25

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9		
Non-Peer Review Journals		1	
e-Journals	1		
Conference proceedings	1		2

3.5 Details on Impact factor of publications: Citation Index and impact factors at the faculty level is not maintained

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Lakhs)	Received (Lakhs)
Major projects	3 years	UGC	13.9	
Minor Projects	2 years	UGC	11.47	1.38

Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) (DBT BOOST 1)	5 years	DBT	20.0	
Total			45.37	1.38

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			2		General seminars: 2 Departmental seminar: 9 Student seminar: 4
Sponsoring agencies			College		College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: **NIL**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: **NIL**

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="9"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Awareness programme :**

- a) Cancer awareness programme , NSS unit in collaboration with K K Chatterjee Memorial Association; 90 volunteers participated on 18.9.17
- b) Thalasaemia Awareness and Screening, NSS unit in collaboration with Calcutta School of Tropical Medicine, 75 volunteers participated, 52 persons screened for thalasaemia on 29.11.17
- c) Fire Safety Awareness Camping, NSS unit in collaboration with Baranagar Fire Station; 120 volunteers participated on 4.12.17
- d) Kanyashree Camp was organized by the College on 22.11.17
- e) Blood Donation Programme was organised by NSS Unit in the college campus; 110 volunteers participated; there were 60 blood donors
- f) 'Tree Plantation' Programme was undertaken by N.S.S unit on 28.07.2017 at the College Campus with 120 volunteers.
- g) A campus green audit for angiospermic herbs carried by PG semester II, Botany on 02.02.2018
- h) A recycling Workshop – WWF was organised by the Zoology Department from 13-20 Nov, 2017

- **Outreach Programme :**

- a) Teachings and value education on occasion of 150th birth anniversary of Sister Nivedita was organized by College in collaboration with Ramkrishna Mission centenary primary school Baranagar
- b) Career development workshop by IBT was organized by IQAC & Career Counselling Cell on 8.12.17

- c) Campus Interview by Uttaran-House of Science was organized by IQAC & Career Counselling Cell on 17.4.18
 - d) Campus Recruitment Drive by Powell Homeo Laboratory Science was organized by IQAC & Career Counselling Cell on 21.4.18
 - e) Campus Recruitment Drive by Uttaran-House of Science Science was organized by IQAC & Career Counselling Cell on 31.5.18
- **Extension Activities:**
 - a) A survey of adopted slum was undertaken by the NSS unit with 35 volunteers on 31.01.18
 - b) Swachhata Pakwada Programme, a oath taking ceremony was undertaken by the NSS unit with 65 volunteers
 - c) Students of Physics attended a public lecture at ISI, Kolkata as a part of 125th birth anniversary of Prof. P.C. Mahalanobis on 9.03.2018
 - **Student Excursion :**
 - a) Study Tour to “International history and heritage exhibition” at Behala was undertaken by the History Department along with NSS unit on 7.2.18
 - b) Student educational excursion to Vizag-Araku by Botany Department during 21-26 Dec, 2017
 - c) Student educational excursion to agricultural field with PG-II , Botany at BCKV, Mohanpur , Nadia on 20.01.2018
 - c) Student educational excursion to BSI, howrah by Botany Department on 13.02.2018
 - d) Student educational excursion by Zoology Department to Panchlingeshwar and Kuldiha from 21- 23 Nov, 2017
 - e) Student educational excursion by Zoology Department to Zoological Gardens, Kolkata on 28.02.2018.
 - f) Student educational excursion by Zoology Department to West Bengal Poultry fair on 15.02.2018
 - g) Student picnic organised by Physics Department to Kalyani Picnic Garden

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6 acres	NIL		
Class rooms	18 classrooms & 9 classroom-cum Laboratory rooms	4	MPLAD & UGC	32
Laboratories	18 (9 of them also used as classroom)	1	MPLAD & UGC	20
Seminar Halls	3 (also used as classroom)	NIL		03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	03	NIL		03
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 14.48 Lakhs	Rs. 3.41 Lakhs	DBT-BOOST	Rs. 17.89 Lakhs
Others	i)Committee room ii)Virtual Classroom iii)General Infrastructure (Annexure IV A)	i)Annex Building ii)College Boundary Wall including boundary Wall of Women Hostel	MPLAD & UGC State Govt. Fund	See Annexure IV

4.2 Computerization of administration and library

- Office uses SMART software
- Computerisation of housekeeping operation in the Library using KOHA software is ongoing
- Salary system is maintained by West Bengal Integrated Financial Management System(WBIFMS)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25358*	1204423.94**	213	Rs.1,65,163/-	25571	1369587.94
Reference Books						

e-Books						
Journals						
e-Journals						
Digital Database	8676		583		9259	
CD & Video						
Others (specify)						

* Total number of books

** As on 1.4.17 (As per Asset Register)

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	1	2	1		1	18	CCTV, EPABX, PROJECTOR, VIRTUAL CLASSROOM, BIOMETRIC MECHINE
Added	2	1					2 (PG-Botany & Mathematics)	
Total	50	2					20	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The Computer Science Department organizes a Computer Literacy Programme for the students of all the three years and the College issues certificate to the successful candidates at the end of final year
- Internet access to all through campus wifi and LAN

4.6 Amount spent on maintenance in lakhs :

i) ICT

.93041

ii) Campus Infrastructure and facilities

5.31086

iii) Equipments	.045
iv) Others	.41364
Total :	6.69991

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A workshop on “**News writing**” was organised by IQAC on 23.11.17 and Dr Pallav Mukhopadhyay was the resource person.
- A Workshop on “**Understanding of Choice based Credit System**” by Prof Soroshimohan Dan was conducted by IQAC , on 8.12.17

- A Workshop on “Career development” was conducted by IQAC in collaboration with IBT, Kolkata on 5.3.18
- IQAC and Career Counselling Cell organised a “Campus Interview” in collaboration with Uttaran-House of Science, Kolkata on 17.4.18 and 31.5.18
- IQAC and Career Counselling Cell organised a “Campus Recruitment Drive” in collaboration with Powell Homeo Laboratory, Kolkata on 21.4.18.
- IQAC Organized a “One day Workshop on Teaching Indian Classical Literature” in association with the Department of English on the 18th of May 2018.

5.2 Efforts made by the institution for tracking the progression

- Monitoring attendance and performance of students regularly
- Arranged guardians meeting of all first year students on 09.02.2018 and 10.02.2018
- Departments maintain data base of passed out students and track students’ progression using social networking sites.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
676	17	-	

(b) No. of students outside the state

2

(c) No. of international students

-

Men	No	%	Women	No	%
	361	52.8		315	47.2

Last Year 2016-2017						This Year 2017-2018					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
653	67	1	37	-	758	563	58	1	54	-	676

Demand ratio :

Subject	2017-18		
	No. of Applications	No. of students admitted	Demand Ratio
Physics	54	12	4.5:1
Chemistry	49	8	6.1:1
Mathematics	97	33	2.9:1
Botany	138	29	4.8:1

Zoology	184	63	2.9:1
Economics	18	2	9.0:1
IFF	79	26	3:1
B.Sc Gen	135	20	6.8:1
Political Science	19	6	3.2:1
Philosophy	10	2	5:1
English	115	44	2.6:1
Bengali	50	18	2.8:1
History	24	8	3:1
Sanskrit	0	0	-
BA General	243	63	3.9:1

Dropout % : There is no official mechanism to ascertain the dropout percentage

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Planning to start from the next academic session

No. of students beneficiaries: -NA

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- A Workshop on “Career development” was conducted by IQAC in collaboration with IBT, Kolkata on 5.3.18
- IQAC and Career Counselling Cell organised a “Campus Interview” in collaboration with Uttaran-House of Science, Kolkata on 17.4.18 and 31.5.18
- IQAC and Career Counselling Cell organised a “Campus Recruitment Drive” in collaboration with Powell Homeo Laboratory, Kolkata on 21.4.18.

No. of students benefitted: 45

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1. Powell Homeo Laboratories	7	03	-

2. Uttaran-House of
Science

5

01

-

5.8 Details of gender sensitization programmes

A Kanyasree camp was organized by the college to sensitize the students on 22.11.17.
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5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

8

National level

1

International level

1

No. of students participated in cultural events

State/ University level

National level

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

1

National level

1

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution (Half Free, Full Free, Students Aid)	57 (Ist year -31 2 nd year-20 3 rd year-06)	21780/-

Financial support from government

- Kanyasree Prokolpo (K2) 24
(West Bengal Government)
- Post Matric Scholarship for SC/ST/OBC 44
students
- Scholarship for Honourable Chief 21
Minister's Relief Fund
- Swami Vivekananda Merit cum Means 6
Scholarship
- Post Matric Stipend for Minority Students 3
under Talent Support Programme (Govt.
of West Bengal)
- Department of Science and Technology 1
Inspire Programme
- National Scholarship Scheme
 - Post Matric Scholarship Scheme 6
for Minorities
 - Central Sector Schemes 1
Scholarships for College and
University Students

Financial support from other sources -

Number of students who received International/
National recognitions -

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- Tree plantation program by NSS on 28.7.17
- Awareness programme on cancer by NSS on 18.9.17.
- Thalasaemia Awareness and Screening programme by NSS unit in collaboration with Calcutta School of Tropical Medicine on 29.11.17
- Fire Safety Awareness Camping by NSS unit in collaboration with Baranagar Fire Station on 4.12.17
- Observation of Rabindrajyanti and Teachers' Day
- Blood Donation Camp was organized by NSS and Students' union on 22.2.18

5.13 Major grievances of students (if any) redressed:

- Student Union demanded sufficient number of fans in the common room and their demand was addressed.
- Student Union demanded improvement in games equipment and facilities . Table tennis and badminton equipment were purchased.
- The adverse comments regarding few teachers given in the feedback by the 3rd year students were addressed by IQAC.

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision

To reset the past glory of our college and in the process making it a centre of excellence.

Mission

To achieve the above vision we provide a value-based education to our students to strengthen their mental ability and self-confidence.

We try to motivate students to assess their capabilities in an objective manner so that they can equip themselves to pursue their goals in accordance with their capabilities.

6.2 Does the Institution has a management Information System

- We have developed a general management information system where all the relevant data concerning staff and students of the college has been stored along with Biometric system of attendance of both the teaching and non-teaching staff have been introduced.
- General notices of the College and University are updated in the College website.
- Recently the college authority has created a group using whats app application of software for circulation of administrative notices to the teaching and non-teaching staff members of the college.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As our college is affiliated with WBSU, Barasat we have no scope for curriculum development. However, a number of faculty members of the college contribute in the framing of the syllabi (both UG and PG) as members of the BOS of the affiliating university.

6.3.2 Teaching and Learning

6.3.3

- As several classrooms are equipped with fixed projectors and the existence of two smart classrooms, the lectures delivered by the teachers' of different subjects turned out to be very lucid, attractive, and well documented.
- Introduction of KOHA software in the library has helped a lot to both the students and teachers to procure their books of interest within a very short period.

- Students' evaluations have been performed on the basis of test examination for each Year's students as per University guidelines. However all Departments have regularly arranged class tests for better performance of the students.
- For Post Graduate departments a part of evaluation is done through students' seminar

6.3.4 Research and Development

- Many departmental laboratories are equipped with instruments capable of doing basic research work.
- There are one ongoing major research project and two minor research projects .
- One major research project and two minor research projects are completed during the current academic year

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The College Library has about 25,000 books.
- Seminar library has been established in all departments
- The College has two smart classrooms and several fixed projectors.
- Our Library provides LAN facility to the students for obtaining on-line educational resources. Introduction of KOHA software in the library has helped a lot to both the students and teachers to procure their books of interest within a very short period. Computerised cataloguing is currently under process.

6.3.6 Human Resource Management

Every faculty and all Non-teaching Staff engaged in different developmental activities of the college according to their proficiency in the respective domain

Students involved in all sorts of academic, cultural, sports & social activities

Strong Support of Alumni association is also involved round the year in all college activities.

6.3.7 Faculty and Staff recruitment

- Need based guest faculty has been appointed by the G.B. on purely temporary basis and their remuneration have been paid from the college fund.
- Some casual non-teaching staff has been recruited by the G.B on purely temporary basis (for the Women's Hostel and new PG departments)

6.3.8 Industry Interaction / Collaboration

- As per our University (WBSU) syllabus the IFF students regularly participate on job training programme at different research institutes and Fish Farms organized jointly by the concerned institute/Farm and our college.
- The career Counselling and Placement Cell of our college along with the IQAC organized workshop on Career development workshop 5.3.18 by IBT
- The career Counselling and Placement Cell of our college along with the IQAC is active and organized workshop related to career development. This year initiative was taken to arrange campus interview and 5 students were recruited.

6.3.9 Admission of students

- Admission information has advertised in college website every year.
- Admission of students is made strictly on the basis of merit.
- Reservation policy is maintained as per rules.

6.4 Welfare schemes for

Teaching	Availability of loan from the B.K.C College staff co-operative credit society Ltd
Non teaching	Availability of loan from the B.K.C College staff co-operative credit society Ltd Can avail Festival advance.
Students	<ol style="list-style-type: none"> 1. College provides fee waving schemes for the financially weaker students through Students' Aid-Fund. 57 students received financial aid during 2017-18. 2. Students also avail various Govt. schemes through the college. During 2017-18 a large number of students were benefited from these schemes. Details available in 5.10.

6.5 Total corpus fund generated

*Figure corresponds to income over expenditure for the financial year 2017-18 (unaudited account)

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic and Administrative Audit	Yet to be done	.	Yes	Governing Body and IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Examination and declaration of result is done by the college for autonomous post graduate courses in Botany and Mathematics from 2017-18 and efforts are being made to declare results within 30 days of examination.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Alumni association has given prizes to bright students of different subjects to encourage their moral boost
- They hold Annual General Meeting every year

6.12 Activities and support from the Parent – Teacher Association

- Though we have no formal parent-teacher association, yet we conduct meeting with the guardian for their valuable suggestions
- Feedback from guardians are collected and actions taken accordingly

6.13 Development programmes for support staff

Office staffs are motivated to go to different training camps organized by different Government departments

]6.14 Initiatives taken by the institution to make the campus eco-friendly

- NSS unit of the college has taken active role in the plantation of trees in and around the college for making the campus green.
- Vigilance to minimize the wastage of electrical power.
- NSS organises campus cleaning drive on a regular basis.

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The College has kept up its agenda of creating an academic atmosphere by organizing lectures, talks, workshops and seminars. Student seminars have been organized and eminent academicians have been invited to deliver talks and lectures. Workshops for teachers have been arranged. Such academic programmes have been held in the College for many years now.
- The College has an active Career Counselling and Placement Cell
- As part of its community outreach programme, the NSS unit of the College has adopted a slum in the Dunlop area.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken
1. Women's Hostel to be made operational. 2. Commencement of post graduate courses in Mathematics and Botany. 3. Introduction of new post graduate courses 4. New classrooms in the annexe building to be made operational. 5. Creating new teaching posts 6. To organise campus interview for recruitment of students.	1. Women's Hostel functional. 2. Post graduate courses in Mathematics and Botany started from 2017-18 3. Formalities underway for introduction of post graduate course in physics 4. Postgraduate classes in Mathematics and Department of Statistics relocated to the annexe building 5. 6 new teaching posts created. 6. Some students got recruited.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice 1: Students' Seminars organized regularly in the College

Best Practice 2: Career Counselling and Placement

7.4 Contribution to environmental awareness / protection

- NSS unit of the College has been organizing regular tree plantation programmes in the College to achieve a greener environment in the years to come.
- Seminars have been organized in the College to make students aware of environmental issues and hazards and about biodiversity.
- The College Eco-club works with students to instil in them a love for the environment.

7.5 Whether environmental audit was conducted?

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

- (i) Highly qualified, competent and dedicated faculty members and an extremely efficient administrative staff
- (ii) Computerisation with LAN
- (iii) Library automation and digitisation
- (iv) Sprawling green campus

Weakness:

- (i) Lack of space for classrooms and laboratories
- (ii) Due to paucity of funds maintenance and infrastructural development is not gaining pace

Opportunities:

- (i) The vast campus can be efficiently utilized to create new facilities
- (ii) Enormous Scope for further research activities
- (iii) MOU with other institutions to enhance skill development among students

Threats:

- (i) Reduction in funding from central funding agencies
- (ii) Lack of interests among students towards general stream courses, both in basic sciences and humanities

8. Plans of institution for next year

Keeping in mind the overall quality enhancement of the college, the institution chalked out the following plan of action:

- 1) Construction of new classrooms and laboratories.
- 2) Work on to begin postgraduate courses in Physics and History
- 3) Renovation and maintenance of the College playground.
- 4) Improvement of College canteen facilities
- 5) Initiatives to fill up vacant teaching and non-teaching posts
- 6) More emphasis on placement of students

Name DR APARAJITA NAG

Aparajita Nag 26/12/18

Signature of the Coordinator, IQAC

Coordinator
IQAC Cell
Brahmananda Keshab Chandra College
Kolkata - 700 108

Name DR. PAPIA CHAKRABORTI

Papia Chakrabarti
26/12/18

Signature of the Chairperson, IQAC

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108

Annexure –I

Activities of the IQAC (2017-18)

Academic Activities

- Organized a “*One day Workshop on Teaching Indian Classical Literature*” in association with the Department of English on the 18th of May 2018. The Hon’ble Vice Chancellor of West Bengal State University, Professor Basab Chaudhuri inaugurated the Workshop which was attended by teachers of colleges affiliated to West Bengal State University and the University of Calcutta.
- Organized a workshop on “*Understanding of Choice based Credit System*” on 8.12.18. Prof Shorosimohan Dan, Honourable Pro-Vice Chancellor, University of Burdwan was invited and he enlightened the audience about the new system.
- Organized a workshop on “*News Writing*” on 23.11.17 which was conducted by Dr Pallav Mukhopadhyay, Assistant Professor, Department of Journalism and Mass Communications, West Bengal State University.
- On 20.4.18 organized a workshop for the internal members regarding the Implementation of CBCS where the IQAC coordinator and Dr Jayanta kumar Dwibedi clarified various queries of the teachers.

Activities for Quality Enhancement

- The IQAC team met the guardians of the 1st year general students on 9.2.18 and 10.2.18 and discussed about the wellbeing of their wards.
- From 2016 IQAC decided to acknowledge the excellence of our students in academics and extra-curricular activities. **Smt Aishika Roy, Zoology honours** received the “*Student of the Year*” award for the academic session 2016-17 in the Annual Social function held on 14.9.2017.
Sixteen students who got 1st class were given “*Certificate of Merit*” as a token of appreciation.
- IQAC gives utmost importance to Feedback from various stakeholders.
 - Each year all the 3rd year students fill up a questionnaire to evaluate individual teacher. The data is analysed and action is taken based on the report.

- The second year students give feedback regarding infrastructural facilities, library and other amenities provided by the college.
- Feedback analysis of Guardians and Alumni is also done.

Activities regarding career counselling and placement

- Career development workshop for the students were held by various organisations.
- Students were accompanied to other institutions to participate in career fairs.
- This year we took a campus recruitment drive and arrange placement for our students. Two companies Uttaran-House of Science and Powell Homeo Lab offered jobs to our students who completed their undergraduate course from this college in 2016-17.

Administrative Activities

- Prepared the AQAR for the session 2016-17 and submitted to NAAC
- Submitted the utilisation of the IQAC fund and the year wise AQAR from 2013 to 2017 in the UGC format to UGC
- Prepared the prospectus and the website with the help of teachers of the college.
- Helped the administration in various works as and when needed.
- Scrutinized the promotional papers of four teachers.
- Was involved in the selection process of Guest lecturers.
- De-reservation done to fill up the vacancies for post graduate courses
- Teaching and non-teaching Roster of Appointment authentication

Annexure II

Academic Calendar

(2017-18)

- **July**
 - Academic session of the College begins with First year classes.
 - College foundation day is observed on 27th July.
 - Celebration of Forest week in the last week of July.
- **August**
 - Third year classes to resume.#
 - Independence Day celebration on 15th August.
 - Anecdotal Report of 1st year students.
- **September**
 - 1st Quarter Green Audit by Eco-Club.
 - Second year classes to resume.
 - Teachers' Day Celebration by the Students' Union.
 - Health check up camp for students.
 - Class test for Part I, Part II, and Part III students.
- **October**
 - Declaration of Attendance percentage of all students.
 - Fresher's Welcome and Annual Social program organized by the Students' Union
- **November**
 - Celebration of **Birth Anniversary of Keshab Chandra Sen** on 19th November
 - Educational Excursions of Botany, Zoology, Industrial Fish and Fishery.
- **December**
 - **College Sports** in the 3rd week of the month.
 - **Cultural Competitions** for the students.
 - Class test for Part I, Part II, and Part III students.
- **January**
 - Students' Seminar on selected topics in every Department.
 - Feedback from the 3rd year students.
 - Test Exam for Part III students in the last week of January.
 - Computer Literacy Aptitude Test for Part III students
 - Celebration of **Republic Day** and **Birth anniversary of Netaji Subhas Chandra Bose**.
 - Alumni Association Reunion and prize distribution ceremony.

- **February**
 - Feedback from the 2nd year students.
 - Test Examinations for the Part II students.
 - Computer Literacy Aptitude Test for Part II students
 - Special classes for Part III students.
 - 2nd quarter **Green Audit** by Eco club.
 - **Saraswati Puja** organized by the Students' Union

- **March**
 - Feedback from the 1st year students.
 - Test Examinations for the Part I students.
 - Special classes for Part II students.

- **April**
 - Part III Examination of West Bengal State University.#
 - Special classes for Part I students.

- **May**
 - Part II Examination of West Bengal State University.
 - .Computer Literacy Aptitude Test for Part II students.
 - Celebration of **Rabindra Jayanti** through various cultural programmes.

- **June**
 - Part I Examination of West Bengal State University.
 - **World Environment Day** on 5th June.
 - On-line Admission process for 1st year commences after the declaration of the Class XII results of all Boards.

This calendar is tentative and provisional in nature and may be changed by the college authority and University as and when required.

Annexure -III

III.A: Teachers' Evaluation by Students

Analysis of the data on Teachers' Evaluation by students of 3rd year 2017-18

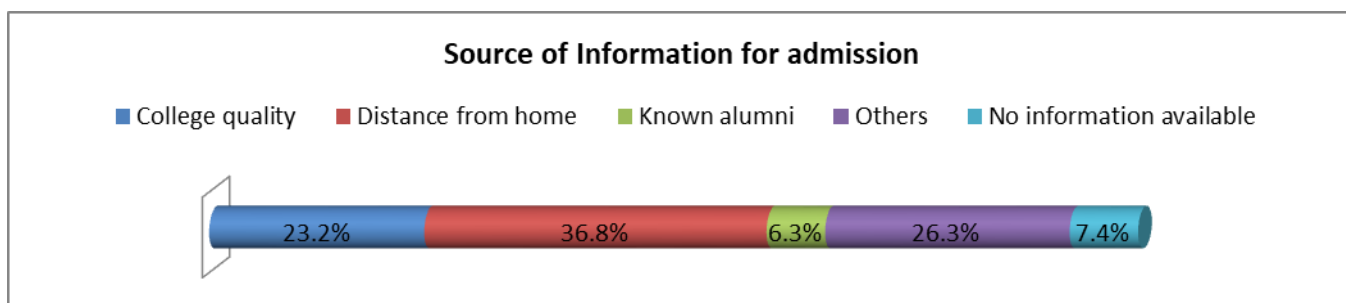
- The feedback form has two parts. The first part has questions related to **Explicit Curriculum** and the second part has questions related to **Implicit Curriculum**. Altogether we got **712** data for Explicit Curriculum and **598** data for Implicit Curriculum.
- No of teachers whose evaluation is being done is 54. But in case of 4 teachers we got only single data.
- The maximum score was 4.
 - No of teachers who got score between 3-4 : 29 (science)+15 (arts) = 44 (81.5%)
 - No of teachers who got score between 2-3 : 5 (science) +3 (arts) = 8 (14.8%)
 - No of teachers who got score between 1-2 : 2 (arts) = 2 (3.7%)
- Percentage of teachers who got score between 3-4 has increased from 72.6% to 81.5% from last years' analysis.
- Many of the students did not give any comments in the heads-“one thing that the teacher does well” and “ suggestion for improvement
- **Some of the favourable comments made by the students are:**
 - Motivates the students
 - No suggestion for improvement
 - Explains well
 - Teaches well
 - Encourages students
 - Helps in the practical
 - Disciplined
 - Guides well for the future
 - Cares for the student
- **Scope for improvements:**
 - Should be more patient
 - Should be lenient in giving marks
 - Should discuss questions and answers
 - Should not discriminate between students

Annexure III B: Feedback Analysis by 2nd Year Students-2017-18

This analysis is based on feedback taken from 95 second year students. 45 % of them chose to remain anonymous, while the rest 55 % mentioned their name in the feedback form.

Academic

Reason behind getting admitted in this college



Classes held regularly?

81 percent students opined that classes held regularly.

- **When asked whether they attend their classes regularly, 66 %** responded with a positive answer. Those who don't attend their classes regularly (34 %) cited reasons like other commitments (part time job), illness of family members and distance from home as the possible reasons for their nonattendance.

Teachers' help in study

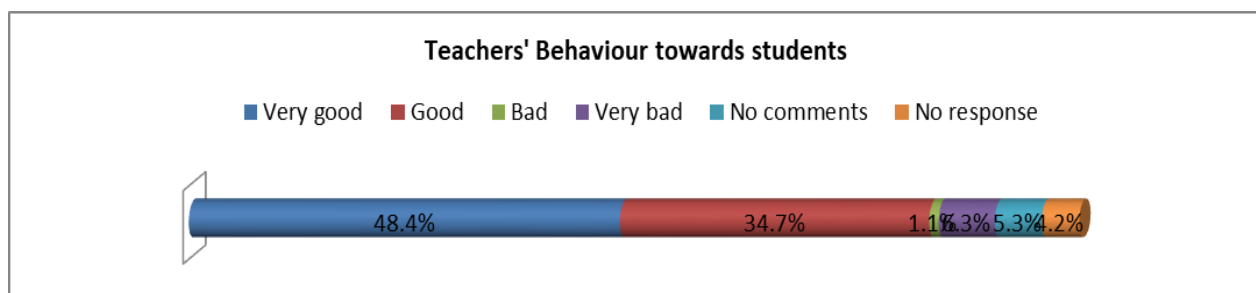
96.8 % students reported that teachers help them in their study.

- Most of them feel that teachers help them taking remedial and extra classes and some of them cited helps in the form of supply of reference books. Some of them also reported that teachers help them with notes and suggestions. Nearly 64 % of them however remained silent.

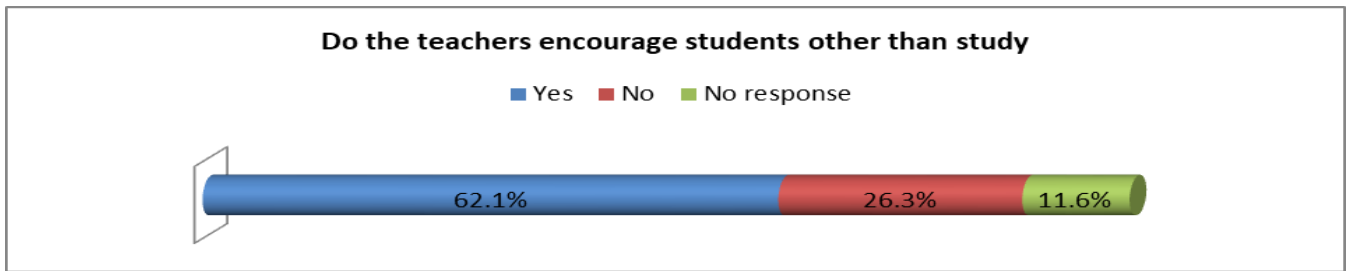
Whether teachers are helpful beyond classroom

90.2 % students reported that teachers do help them beyond the class room.

Behaviour of teachers towards students

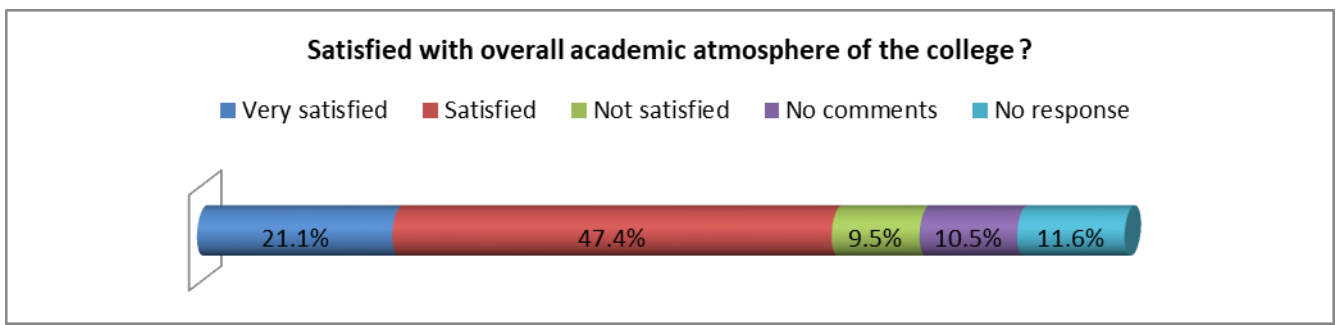


Do the teachers encourage students other than study?



When asked how teachers help them other than study, most of the students opined that teachers encourage them in sports and NSS activities. The major activities where the students took part were seminars, sports and cultural programme of the college.

Satisfied with overall academic atmosphere of the college?



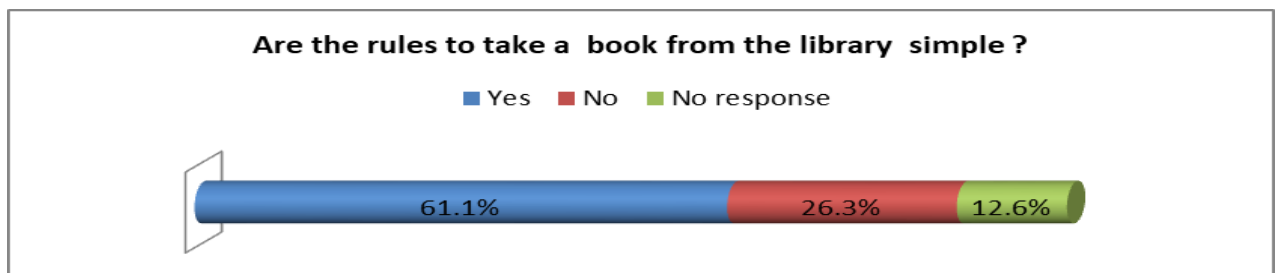
Proportion of students who are very satisfied with the overall academic atmosphere of the college is low at 21.1%. This needs urgent attention.

Library

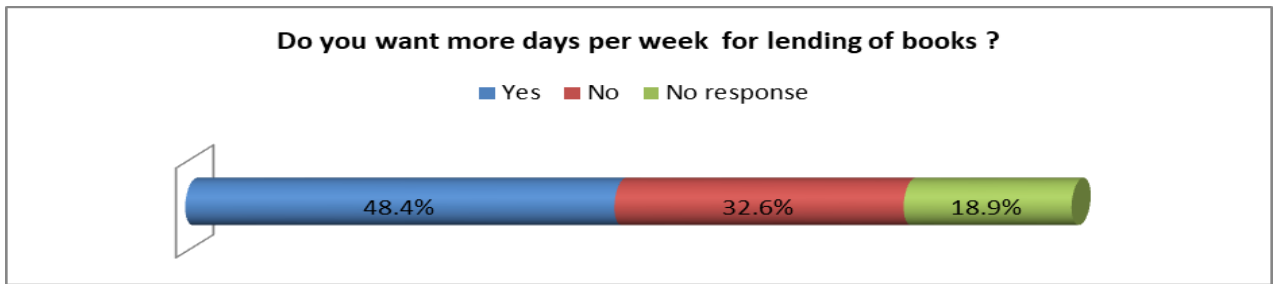
Do the students get books regularly from the library?

Only 36.3 % said 'Yes'

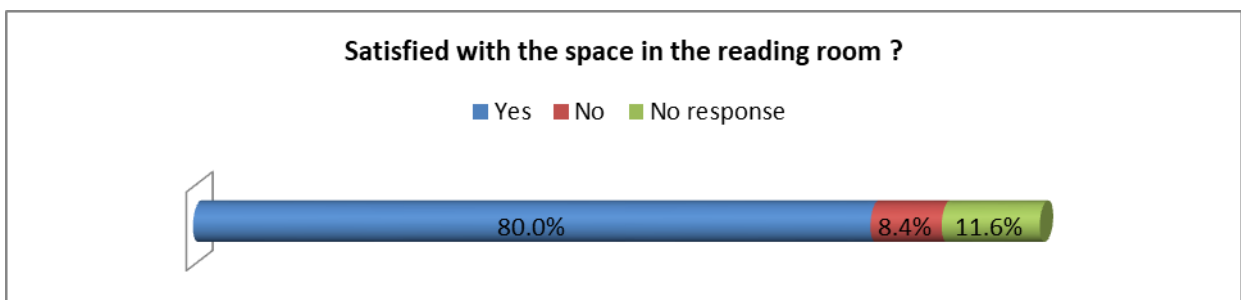
Are the rules to take books simple?



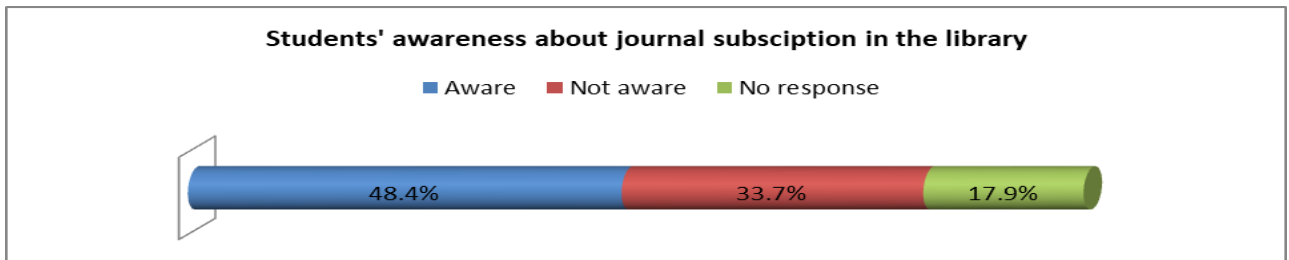
Do you want more days per week for lending of books ?



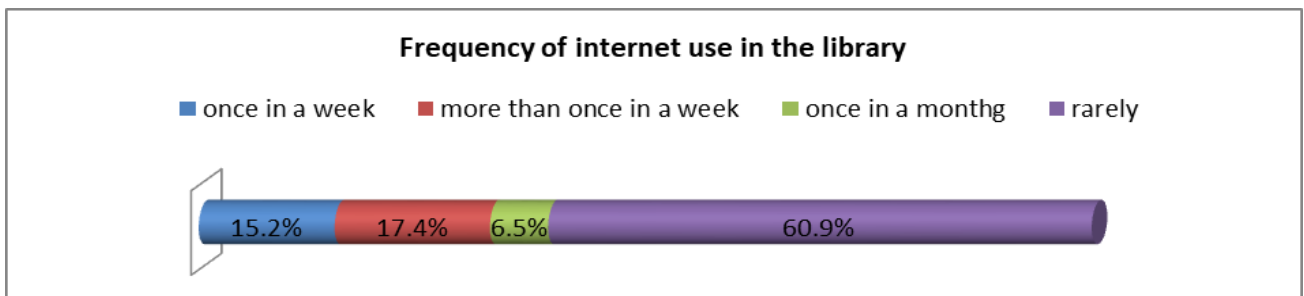
Satisfied with the space in the reading room ?



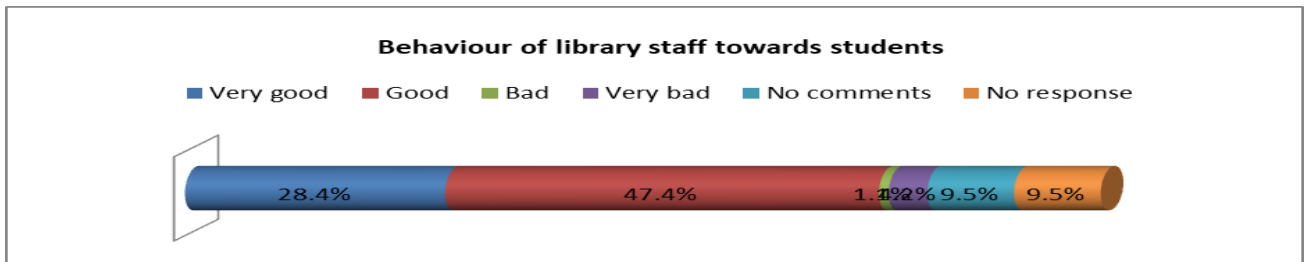
Students' awareness about availability of internet facility in the library



➤ Among the internet users in the library, the frequency of use is as follows

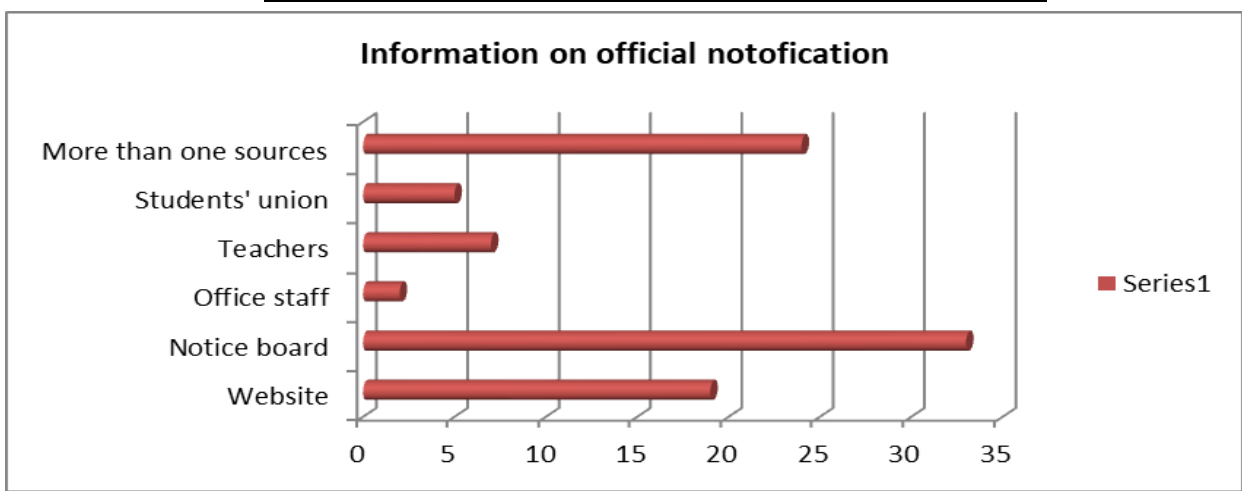


Behaviour of library staff towards students



College Office

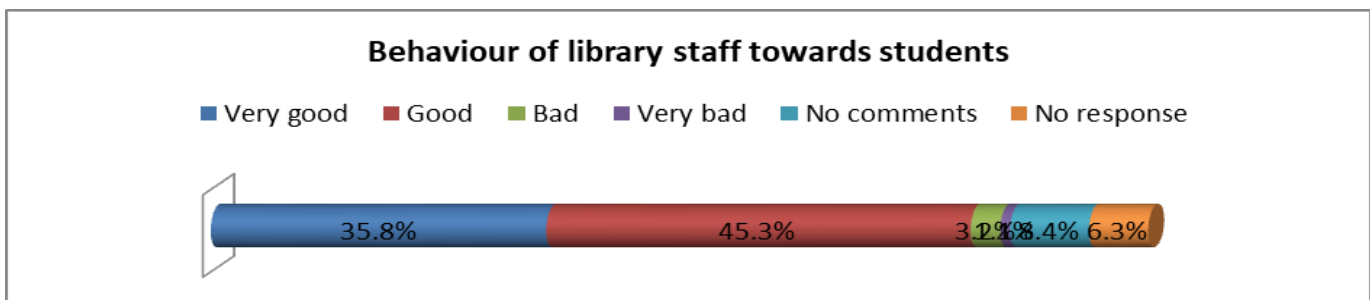
How are you informed about official notifications?



*some students opted for multiple options

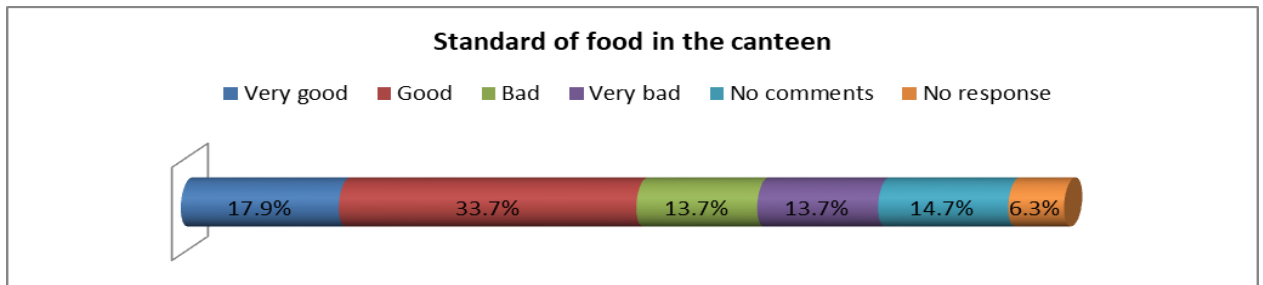
- On the question on what type of help the students get from the office, only about **21 %** responded. Most of them revealed that they get help during form fill up and registration. A sizable portion of them also indicated that they get help in the form of help in result publication.

Behaviour of office staff towards students

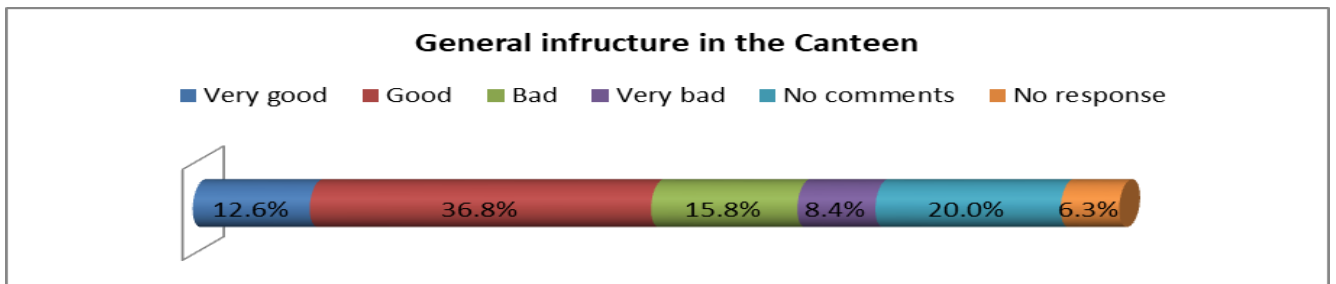


Student Amenities

Standard of food in the canteen



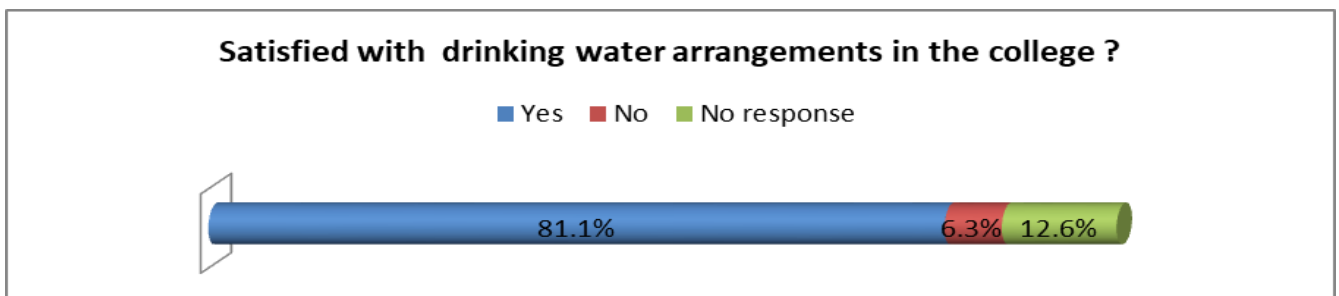
General infrastructure in the Canteen



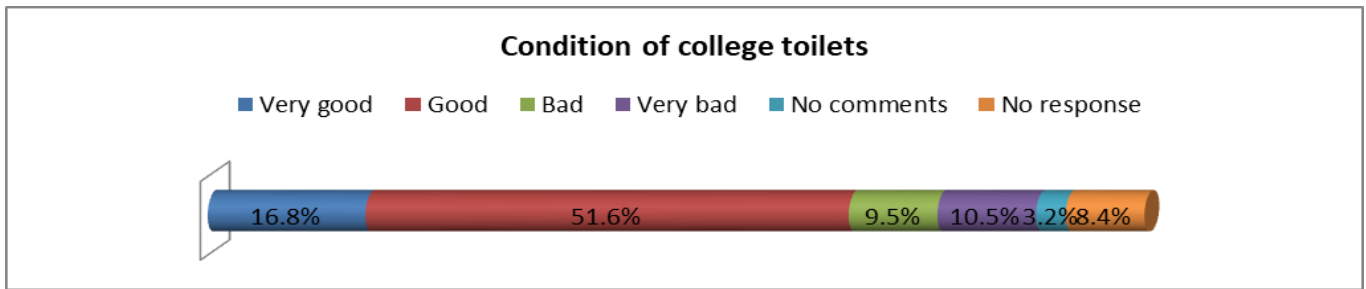
Are the prices reasonable in the canteen?



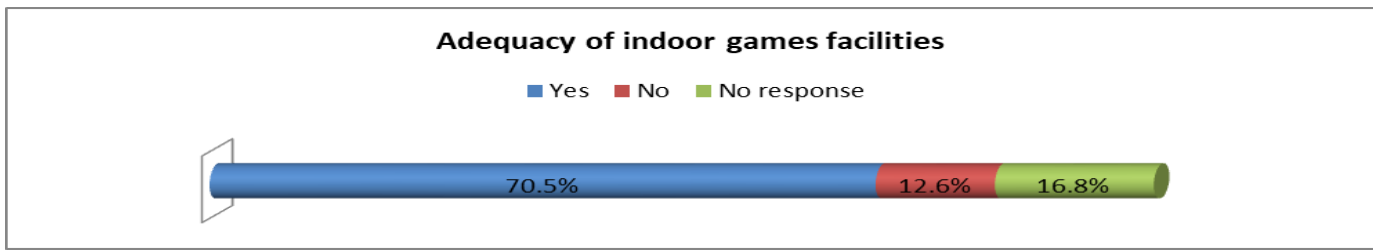
Satisfied with drinking water arrangements in the college?



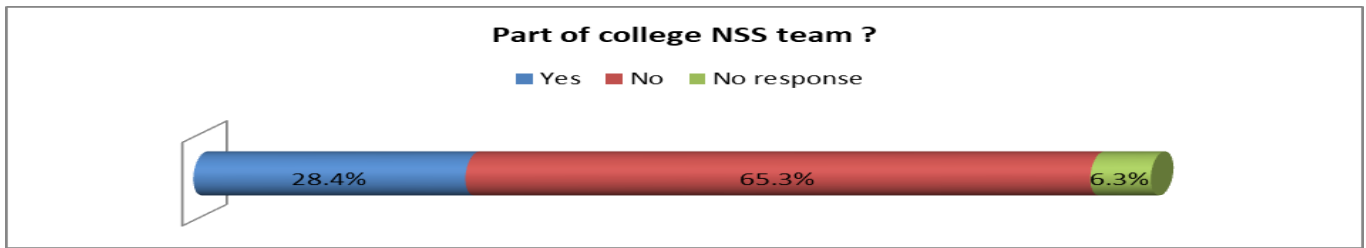
Condition of college toilets



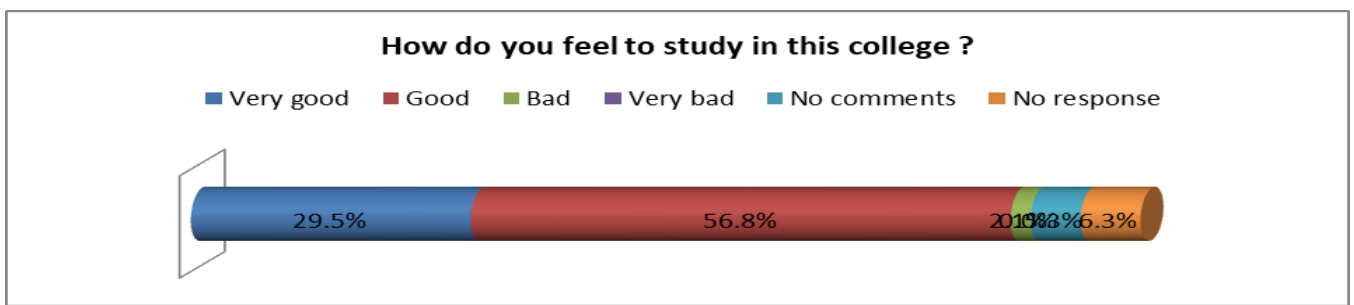
Adequacy of indoor games facilities

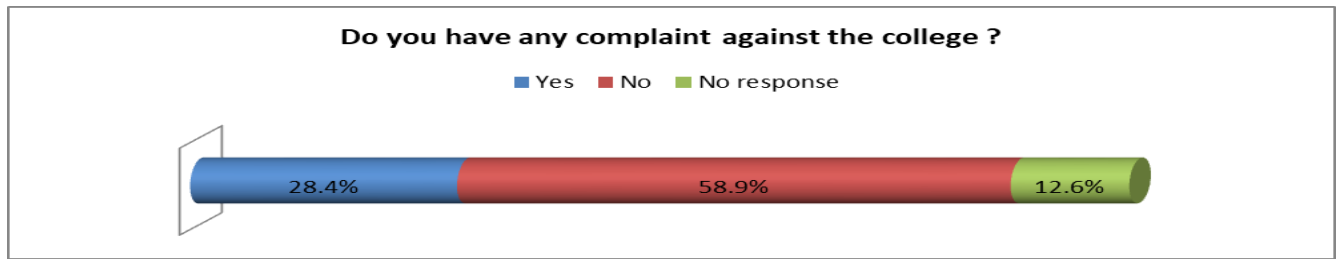


Are you a part of college NSS team ?



How do you feel to study in this college?



Do you have any complaint against the college?

- Those who said yes, raised issues related to small size of girl's common room and canteen, lack of proper sports facility and problem related to attendance.

Suggestions for improvement

- Betterment of college ground
- College canteen
- Betterment of toilet facility
- Wifi facility for students
- Cleanliness and more lights in the classrooms
- More teachers
- Better lab facility with more excursions and more class rooms
- Improvement of general infrastructure, toilets in particular

Annexure IV

GENERAL INFRASTRUCTURE:

Name	Expenditure made till 2016-17	Expenditure made in 2017-18	Funding Agency	Total
College Boundary Wall including boundary wall for women's hostel		Rs. 43,50,000/-	State Govt.	
Women's Hostel	Rs. 1,83,58,366/-	Rs. 14,06,864/-	UGC	
Fixed Asset of Women's Hostel		Rs. 90,293/-	UGC	
Furniture		Rs. 1,82,708/-	College	
Annex Building	Rs. 12,00,000/-	Rs. 1,50,000/-	College	
Biometric Machine	Rs. 1,13,534/-	Rs. 2,750/-	College	
CCTV	Rs. 2,67,037/-	Rs. 1,15,003/-	College	
TV	Rs. 35,900			
AC	Rs. 59,000			
Audio System	Rs. 52,200			
Fire Extinguisher	Rs. 49,785			
Sports Equipments	Rs. 71,800	Rs. 49,917		
Fan	Rs. 32,158	Rs. 6,208		
Software for online admission P.G.		Rs. 36,000	UGC	
Software for online admission UG		Rs. 20,000	UGC	

Annexure V

BEST PRACTICE –I

▪ STUDENTS' SEMINAR AND PROJECTS

1. Objectives:

- It has been the endeavour of the College to encourage students to participate and present papers at various Students' Seminars, Classroom Seminar and student Projects. These are part of the process to not only make them participate in academic activity that goes beyond classroom teaching but also to instil in them confidence and make them comfortable at public speaking. It is with this in view that various Departments organize such seminars. Faculty are also actively encouraged to participate in state, national and international seminars, conferences and workshops in Indi and abroad.
- Seminars and projects aim to make students aware of new areas of research, provide them with knowledge of the work of noted academicians, understanding of scientific phenomena with a view to understand current trends.

2. Practice:

- Faculty actively guide students to present and write seminar papers on topics in the syllabi and even beyond it. They help students on the form, content, style and presentation too.
- Students have access to online resources and books in the library and seminar library to prepare their seminar papers.
- Students are encouraged to make power presentations.
- Some departments bring out proceedings of the Students Seminars.
- Students are asked to use *Publisher* to design posters for presentations in National and State level seminars.
- Data collection, questionnaire preparation and market survey in related areas of research are taught to students.

3. Outcomes:

- Various Departments have organized annual students' seminars where students presented papers on themes/topics that they decide on.
- It is also the practice to have Classroom seminars.
- The new CBCS has presentations as part of the internal evaluation system.
- Students are trained to on a regular basis to prepare questionnaires, undertake data collection, data analysis and data presentation using the various computer skills.

List of Student Seminars Conducted by the Departments of the College, 2016-2017

Department	Topic of Students Seminar
English	Students seminar on "Charles Dickens: Life and works", 30.11.17
Physics	Students seminar on various topics related to the syllabus, 24.2.18
Chemistry	Students' Seminar, 2.8.17
Mathematics	Students seminar on "Mathematics and its application", 20.12.2017

Annexure VI

BEST PRACTICE –II Career Counselling and Placement

1. Objectives:

- The Career Counselling and Placement Cell of the College aspires to work at creating an interface between the industry and students.
- It aims to create an environ where students can get to interact with the best in the industry so as to make it easier for students to carve out careers at the end of their academics.
- The Cell hopes to prepare students for the job market.

2. Practice:

The following activities are carried out by the Career Counselling and Placement Cell.

- To arrange Career Counselling sessions
- To facilitate awareness regarding job opportunities
- To act as facilitators between the industry and students
- To make students aware of various avenues
- To make available to them various counselling and training opportunities
- To make interactions between the industry and students on a regular basis.

3. Outcomes:

- The Following students secured placement

Sl. No.	Date	Institute/Company	Name of Student	Subject, year of passing
1	April 2018	Powell Homeo Laboratories	<ul style="list-style-type: none"> • Subhajit Dutta • Sayani Mukherjee • Subhamoy Lal 	<ul style="list-style-type: none"> • Zoology (H0, 2017) • Botany (H), 2017 • Bio General, 2016
2	May 2018	Uttaran – House of Science	<ul style="list-style-type: none"> • Sanchari Mukherjee 	<ul style="list-style-type: none"> • Physics (H) , 2017